

GENERAL

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 12 November 1957

FROM : Chief, Clerical Training

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SUBJECT: Report Number 46, Week of 5 - 11 November, 1957

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1. Numbers in Clerical Induction Training. During the week of 5 November there were people in Clerical Induction Training. Of these were entering for the first time. 25X1

2. Numbers in Clerical Orientation Training. There were people in Clerical Orientation for the week of 5 November.

3. Results of Official Agency Testing Administered by Clerical Induction. The results of the tests administered to the entrance-on-duty employees for the week of 5 November were as follows:

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	<u>Tested</u>	<u>Qualified</u>
Shorthand Typewriting		

4. Clerical Refresher Gives Special Instruction. On 4 and 5 November Clerical Refresher Training instructed two groups of ORR employees in one-hour sessions on the unusual features of the special IBM Executive Electric Typewriter. These persons either were or would be typing on this machine in their respective offices. The groups were very responsive in and appreciative of this special instruction.

5. New Typewriting Tables. The new metal typewriting tables to replace the wooden tables in the typing rooms of Clerical Refresher and Clerical Induction were delivered Thursday. The tables for Clerical Induction were assembled on Friday and the typing room rearranged without any interference with the typing class schedule. The assembling of the tables and rearranging of the room has not yet been completed for the Clerical Refresher program.

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